



**CHAIRPERSON**

Vivian Lawyer

**VICE-CHAIRPERSON**

Jeanne Zarnoch

**MEMBERS**

Jae Chon

Loretta Howard

Susan Mascaro

**EXECUTIVE SECRETARY**

Wanda Hutchinson,  
Administrator

**PERSONNEL BOARD**

3430 Court House Drive

Ellicott City, MD 21043

(410) 313-2033, Fax (410) 313-3470

Monday, May 1, 2017

Personnel Board Quarterly minutes

**Present:**

Jeanne Zarnoch

Vivian Lawyer

Jae Chon

Loretta Howard

Susan Mascaro

Faith Adelman

Wanda Hutchinson

Chris Fay (recording secretary)

Stacey Simmons

**Absent:**

None

From the meeting of March 21, 2017:

- I. Meeting was called to order at 6:00 p.m.
- II. The agenda was approved unanimously.
- III. Minutes meeting of February 8, 2017 were reviewed and approved "as is".
- IV. Classification:: Changes to Classification Plan included: changes to job descriptions(1412 - Administrative Technician, 1411-Administrative Aide, 1409 – Administrative Support Tech III, 1407 - Administrative Support Tech II, 1405- Administrative Support Tech I, 2118 – Police Services Support Specialist, 2117 – Police Services Support Supervisor II, 7762 – Police Officer (Probationary), 2125 – Police Captain, 2127 Police Major, 2301 – Emergency Communications Operator, 1403 – Office Assistant II, 5127-Natural Resource Program Manager II and 5212- Human Services Supervisor. The Personnel Board reviewed, voted and approved all changes.
- V. Pay Plan: Replace all FY17 scales/schedules with new FY18 Scales/Schedules. Fiscal Year (FY18) and Effective date (July 1, 2017) changed on Howard County Pay plan schedule. Fiscal Year (FY18) and Effective date (July 1, 2017 and January 1, 2018) changed on EC Schedule (Emergency Communications Supervisors), with a 2% increase for January 1, 2018. Effective

date (July 1, 2017 and January 1, 2018) changed on OT Schedule (Local 1810), with a 2% increase for January 1, 2018. Effective date (July 1, 2017 and January 1, 2018) changed on D Schedule (Public Safety Dispatchers Association) with a 2% increase January 1, 2018. Effective date (July 1, 2017 and January 1, 2018) changed on OS Schedule (Local 3888) with a 2% increase July 1, 2017. Effective date (July 1, 2017 and January 1, 2018) changed on H Schedule (Local 3085) with a 1% increase July 1, 2017 and another 1% increase January 1, 2018. Effective date changed to June 12, 2017 on P Schedule (Lodge 21) with a 2% increase. Effective date changed to June 12, 2017 on PS Schedule (Lodge 143) with a 2% increase. Effective date changed to June 12, 2017 on PM Schedule (Police Management) with a 2% increase. Effective date changed to June 12, 2017 on F Schedule (Firefighters Local 2000) with a 2% increase. Effective date changed to June 12, 2017 on FM Schedule (Fire Management) with a 2% increase. Effective date (July 1, 2017 and January 1, 2018) changed on C Schedule (Local 3080), with a 2% increase for both new effective dates. Effective date (July 1, 2017 and January 1, 2018) changed on Corrections Management Schedule, with a 2% increase for both new effective dates for Pay Grades CM1 and CM2. Lodge 131 Sheriff - effective date changed to July 1, 2017 with a 2% increase. RLC Scale (Part Time Benefitted) – effective date changed to July 1, 2017 with a 2% increase. Class Code/Classification for Code 2120, Police Information Supervisor changed from pay grade L to N and is Executive Exempt. The Personnel Board reviewed, voted and approved all changes.

VI. Meeting closed at 6:23 p.m.